



*****ORCA ENROLLMENT 2013*****

City of Seattle

ORCA BUSINESS CARDHOLDER RULES OF USE

As a Business Account Cardholder, I agree to the following:

1. The ORCA Business Card is owned by the City of Seattle and is for my use in commuting to and from work or during working hours, and any incidental personal use. I agree that I will not sell or transfer my assigned ORCA Card to another person. Upon termination of eligibility my assigned ORCA card will be deactivated.
2. My transit subsidy will be applied to my choice of the ORCA Passport or a WSF pass but not both.
3. I will keep my ORCA Business Card secure and in good condition. I will immediately report a lost, stolen, or damaged ORCA Business Card to DEA Treasury Cashiers by e-mail at FAS_TreasuryCashiers@seattle.gov or by calling 206-684-5214. I understand a lost or damaged ORCA Business Card will be replaced at the current rate charged to the City of Seattle. A defective ORCA Business Card will be replaced free of charge.
4. I understand that the ORCA Business Card products are not valid fare payment for services on any non-participating ORCA agencies and that I am responsible for gaining that information from my employer prior to card usage. I understand that I am responsible to pay additional fares required for services not covered, or not fully covered, by my City of Seattle provided benefits.
5. The City of Seattle requires that I do not load an additional product to my assigned Orca card but instead maintain a personal and separate Orca card if I need additional products.
6. I understand the ORCA system will record data each time I use my Business Card. Data will include the date, time and location of the card when it is presented. I understand this data is owned by the ORCA Agencies and is accessible to the City. The City will not use ORCA data to monitor an individual employee's performance on an ongoing daily basis, but rather will use ORCA data consistent with the Commute Trip program goals. The City will not use information obtained from ORCA as the sole basis to discipline a City employee.
7. I understand that the ORCA Card must be "tapped" on a card reader to show proof of fare payment or issuance of a valid fare. Merely showing the ORCA Card on a bus, train, ferry or light rail vehicle does not constitute proof of fare payment or issuance of a valid fare. I understand that for the correct fare to be recorded, I must "tap" off on a card reader when exiting some transit systems. I will be subject to an agency fine if the ORCA Card is not "tapped," and I understand I will be personally responsible for any fines that may be imposed.

I understand and agree to the terms stated above on using the ORCA Business Card.

Employee Signature: _____ Employee Number: _____

Employee Name Printed: _____ Low Org: _____

Contact #: _____

ORCA Product Code: _____

Date: _____

FOR OFFICIAL USE ONLY: Cashier Initials: _____

ORCA Card # Assigned: _____

Enrollment Date: _____